

INTERNAL USE ONLY - SECURITY & CRYPTANALYSIS

MEMORANDUM FOR: Secretary, Executive Advisory Group

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Initial Assignment and Orientation

REFERENCE : Minutes of the 20 Oct 76 EAG Meeting, Item 2g.

1. The Executive Advisory Group on 20 October 1976 asked the Office of Personnel to elaborate on its proposal that supervisors be rated on their performance in handling initial assignments of employees. Accordingly, we have prepared the following paper with attachments that spell out how we would embody the procedures in the appropriate administrative issuances. The Deputy Director for Administration has concurred with our recommendations.

2. Please note that we expect other amendments to the various regulations and forms and that we propose these changes be made concurrently.

F. W. M. Janney

Att.
As Stated

Distribution:

Orig - Adse
10 - Other EAG members
1 - ER
1 - DD/A
2 - D/Pers
1 - OP/PS

OP/P&C/PS [] (7 Dec 76)

INITIAL ASSIGNMENT AND ORIENTATION

Historically, Agency separations for failure to qualify in the first year trial period have been few. There were only fifteen such cases between October 1974 and October 1976, for example. It is impossible to determine whether the relatively low rate of "disqualifications" is attributable to excellent selection and placement, or whether the number would have been greater had supervisors properly exercised their responsibility for assessing new employees. It is fundamental that valid, fair assessments can only be made if supervisors provide new employees with adequate orientation, instruction and guidance, and these responsibilities must be affirmed.

The following actions are proposed:

Issue Notice to Headquarters and field personnel affirming supervisory responsibility for orientation, on-the-job training, and assessment of new employees; pointing out that supervisors will be rated on the manner in which they perform those duties; and assigning Operating Officials the responsibility for ensuring compliance.

Amend regulations to include requirement that rating officials identify supervisors of new employees and evaluate them on the manner in which they orient, train, and assess.

Amend Form 45i, Directions for Completing Form 45, Fitness Report, to include requirement that rating officials identify supervisors of new employees and evaluate them on the manner in which they orient and train. (The requirement for evaluation of performance in rating subordinates is already included.)

Amend Form 45, Fitness Report to include certification by rating and reviewing officials that the evaluation of performance has been prepared in compliance with Agency regulations, Directions for Completing (Form 45i), and Career Service instructions.

Publish in package form the amended Form 45i (Directions for Completing Form 45, Fitness Report) and three copies of the amended Fitness Report (original for the Office of Personnel, one for the Career Service, and one for rough draft). The current Fitness Report contains no reference to the Directions and we believe it is an important but unknown document to the vast majority of Agency employees.

If the EAG approves the recommended amendments to regulations and Forms 45 and 45i, they will be incorporated with other revisions now in process.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

This Notice is Current Until Rescinded

PERSONNEL



STAT

SUPERVISION AND EVALUATION OF NEW AGENCY EMPLOYEES

It is Agency policy of long-standing that supervisors at all echelons are responsible for the proper utilization and evaluation of personnel assigned to their respective jurisdictions. The purpose of this notice is to stress the importance management places on the vital responsibilities supervisors must assume in orienting, training and assessing new Agency employees. Assignments of persons in their first-year trial period of employment must be monitored and evaluated with particular care, as a service to them and the organization.

Rating officials will annually identify supervisors of new Agency employees and evaluate them on the manner in which they orient, train and assess. Operating officials are responsible for ensuring compliance with this notice.

E. H. Knoche
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY

- Admin - Internal*
~~CONFIDENTIAL~~
- (5) The Director of Personnel will
 - (a) review the findings of the panel;
 - (b) inform the Head of the employee's Career Service, and if appropriate, the responsible Deputy Director, if he agrees with the panel determination in those cases where a question exists about the suitability of an employee or a dependent for the proposed overseas assignment.
 - c. **EXCEPTIONS.** Requests for exceptions to the above procedures may be submitted to the Chairman, Overseas Candidate Review Panel.

20. PERSONNEL EVALUATION

- a. **GENERAL.** Evaluations of employees' job performance and of their relative capabilities and potential are inherent in personnel management and should be as objective as possible. The Agency's personnel evaluation program includes an Agency-wide system for job performance evaluation and comparative evaluation systems suited to the selection requirements of the Directorates and the Career Services.
 - (1) **PERFORMANCE EVALUATION.** The Agency's performance evaluation system is designed to promote communication and understanding between supervisors and employees with respect to the employees' performance of their assigned duties and to provide an official record of each employee's job performance in terms of Agency-wide criteria as defined in Section C of Form 45.
 - (2) **COMPARATIVE EVALUATION.** Systems for evaluating the relative capabilities and potential of employees are designed to facilitate selection decisions involving their utilization, promotion, and retention. These systems should include comparative evaluations of all factors pertinent to the selection decision and should exclude consideration of factors which have no real bearing on the decision. The results of these comparative evaluations are of transient value since they pertain to comparisons among members of particular groups and to specific selection considerations at given points in time. They are not recorded in official Agency records and usually are not made known to the employees concerned.
- b. **PERFORMANCE EVALUATION.** Continuous evaluation of the performance of employees by their supervisors is an essential element of the Agency's personnel management program.
 - (1) **POLICY**
 - (a) Supervisors will ensure that employees understand the nature and scope of their duties and responsibilities and are continuously advised as to the effectiveness of their performance.
 - (b) Evaluations of the performance of staff personnel will be recorded in official Agency personnel records at least once each year. An employee will be shown all entries on the report of his performance evaluation except when operational circumstances, security considerations, or other unusual conditions make it impractical or ill-advised to do so. If the supervisor does not show the employee his performance evaluation report he will explain in the report the reasons for such action.
 - (c) Employees may attach a written comment to their performance evaluation when they feel that it will contribute to the record of their job performance.

54.

→ Revised: 27 September 1973 (766)

~~CONFIDENTIAL~~*Admin - Internal Use Only*

Adm
~~CONFIDENTIAL~~

STAT

(2) **LETTERS OF INSTRUCTION.** Supervisors will provide employees with written statements of the nature and scope of their work. To the extent practicable these statements will include annual performance objectives and action plans which specify the timing of results which the employees intend to accomplish. Supervisors will participate with employees in defining such objectives and plans as the standards for evaluating each employee's performance in terms of his productivity during the following year. Letters of instruction will be revised to record any significant changes in duties and responsibilities or in specific performance objectives.

(3) **RECORDING PERFORMANCE EVALUATIONS**

(a) The Fitness Report (Form 45) will be used to record performance evaluations and will be prepared and submitted in accordance with the instructions contained in Form 451, Directions for Completing Form 45, Fitness Report.

(b) A memorandum in lieu of Form 45 is permitted for employees in grade GS-14 and above when it is clearly established that such a substitute is appropriate and not merely an avoidance of specificity. When a memorandum is used, care should be taken to ensure that the purposes of a Fitness Report are observed. The memorandum will be prepared in accordance with instructions contained in Form 451.

(c) Promotion recommendations will not be made on Fitness Reports.

(d) Rating officials will evaluate supervisors annually on their performance in equal employment opportunity areas such as identification of personnel with potential for advancement, especially members of minority groups and women, maximum utilization of personnel, and participation in upward mobility programs; they will identify supervisors of new Agency employees and evaluate them on the manner in which they orient, train, and assess.

(4) **SUBMISSION OF REPORTS**

(a) **Fitness Reports for Career and Reserve Employees**

(1) **Initial Report.** Supervisors will prepare a Fitness Report, Form 45, for each Career and Reserve Employee nine months after the employee's entrance on duty, unless a report had been prepared for some other reason within the previous 90 days. This report may be deferred up to 30 days if the employee has been under the jurisdiction of his supervisor for less than 90 days. In addition to the normal review, the report will be reviewed by the Operating Official concerned, or his designee.

(2) **Annual Report.** Supervisors will prepare a Fitness Report, Form 45, for each Career and Reserve Employee annually, unless a report had been prepared for some other reason within the previous 90 days. An annual report may be deferred up to 30 days if the employee has been under the jurisdiction of his supervisor for less than 90 days. Annual Fitness Reports should be submitted in accordance with the following schedule:

→Revised: 13 June 1974 (818)

Adm
~~CONFIDENTIAL~~

55

STAT

STAT

Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5

Admin -
~~CONFIDENTIAL~~

PERSONNEL

GRADES	FOR PERIOD	DUE IN OFFICE OF PERSONNEL	
	ENDING	FROM HEADQUARTERS	FROM FIELD
GS-1 through GS-5	31 March	30 April	31 May
GS-6 through GS-8	30 June	31 July	31 August
GS-9 through GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

- (b) **Fitness Reports for Temporary Employees.** Supervisors will prepare a Fitness Report, Form 45, for each Temporary Employee upon the termination of his temporary appointment, or earlier if required by special circumstances.
- (c) **Reassignment Report.** Supervisors will prepare a Fitness Report when the supervisor is changed by the reassignment of the employee or of the supervisor.
- (d) **Special Reports.** Supervisors will prepare other Fitness Reports when required by special circumstances.

(Continued on page 56.1.)

~~CONFIDENTIAL~~*Admin -*

~~CONFIDENTIAL~~

STAT

(5) NOTICE OF FITNESS REPORTS DUE AND DELINQUENT

- (a) The Director of Personnel will provide each Head of Independent Office and Operating Official, 45 days before the end of the rating period, a roster of employees for whom Fitness Reports for that period are to be prepared.
- (b) Annual Fitness Reports are considered delinquent if they are not completed properly and received in the Office of Personnel by the due dates listed in subparagraph b(4)(b)(2) above. An employee's initial Fitness Report is considered delinquent if it is not received 10 months after his entrance on duty. If preparation of a report is delayed more than one month beyond the end of the rating period, the rater should state in Section D the reason for the delay.
- (c) The Director of Personnel will provide Heads of Independent Offices and Operating Officials monthly rosters of individuals whose Fitness Reports are delinquent with an indication of the length of time each report is overdue. In addition, the Director of Personnel will report delinquencies of more than 60 days to the Deputy Director concerned, and will continue to monitor such delinquencies until they are resolved.

(6) RESPONSIBILITIES. In accordance with the provisions of this paragraph

- (a) the Director of Personnel is responsible for developing and monitoring the Agency's program for producing timely and useful records of the evaluations of employees' job performance;
- (b) the Director of Training, in consultation with Operating Officials, is responsible for providing their supervisors with instructions in job performance evaluation for all supervisors including the development of Letters of Instruction, performance objectives and action plans, the conduct of performance evaluation interviews, and the use of the Fitness Report form;
- (c) Deputy Directors are responsible for providing instructions and guidance in adapting the use of Fitness Reports so as to best evaluate the job performance of employees within their areas of jurisdiction;
- (d) the Heads of Independent Offices, Operating Officials, and supervisors are responsible for
 - (1) ensuring that employees are informed continuously as to the nature and scope of their duties and responsibilities;
 - (2) assisting employees in defining annual performance objectives and action plans;
 - (3) continually informing employees of the effectiveness of their job performance; and,
 - (4) reporting evaluations of employee performance in Fitness Reports in accordance with subparagraph (3) above.

- (7) APPEALS. In addition to adding his comments to his Fitness Report, an employee who so desires may appeal his performance evaluation in accordance with provisions of Grievance Procedure.

c. **COMPARATIVE EVALUATION.** Deputy Directors will guide the Heads of Career Services under their jurisdiction in developing and administering systems for comparing the relative capabilities and potential of employees as pertinent to their selection for assignment, advancement and retention. The Director of Personnel will assist in the development and operation of such comparative evaluation systems and will review them from time to time to ensure their continuing relevance to the selection factors under consideration.

→ Revised: 27 September 1973 (766)

~~CONFIDENTIAL~~

Admin - Internal

56.1

STAT

STAT

CONFIDENTIAL

Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5
PERSONNEL

SECTION III: MANAGEMENT OF STAFF PERSONNEL

17. ASSIGNMENT POLICY

a. GENERAL

- (1) The paramount consideration in determining assignments of personnel will be the needs of the Agency. Due consideration will be given to the career interests and the personal circumstances of the individual, but these must be subordinated to Agency requirements for his services in a particular assignment.
- (2) Ordinarily, the best qualified employee available will be selected for a given assignment. However, employees and supervisors must recognize that an important factor in making assignments is the improvement of the professional competence of the Agency, and that on occasion selections will be made primarily to afford an employee a developmental opportunity commensurate with his potential and career goals.
- (3) Assignments will normally be made to a position at the employee's grade. However, an employee may be assigned to a position of lower or higher grade under the circumstances outlined in subparagraph d or e below.
- (4) Employees in training or developmental activities or who for other reasons are not expected to perform the duties of some staffing complement position are to be assigned to development complement status as prescribed in

b. OFFICIAL RECORD. The official record identifies an employee with an authorized position or shows him to be in a development complement status.

(1) ASSIGNMENTS

(a) An employee's official assignment to an authorized (planned) position means that he is

- (1) performing at his grade level the type of duties which are covered by the service designation and title of the position;
- (2) under the command of the organizational element shown on the official record; and
- (3) at the geographic location shown on the official record.

(b) An employee should be officially reassigned to development complement status whenever he does not perform the duties of an authorized position for a period of 30 calendar days or longer.

(2) INTERNAL DETAILS. The detail of an employee to a position outside the jurisdiction of his Career Service or to temporary work for 30 days or more in development complement status will be recorded in the official personnel record. In addition to the Official Personnel Action, such record will include a Memorandum of Understanding covering the circumstances and anticipated duration of the detail agreed to by the Heads of the Career Services concerned, by the employee, and by the Operating Official gaining the employee's services. The responsible officials will review internal details at least every two years to ensure that continuation of the arrangements in each case is desirable.

(3) RECORDING CHANGES. Appropriate changes in official records should be timed whenever possible to coincide with the events which they represent and, in any case, effected as soon as possible after the occurrence of such events.

→Revised: 6 November 1973 (771)

CONFIDENTIAL

STAT

CONFIDENTIAL

PERSONNEL

c. RESPONSIBILITIES

(1) **HEADS OF INDEPENDENT OFFICES AND OPERATING OFFICIALS.** Heads of Independent Offices and Operating Officials should anticipate the personnel requirements of their components and notify the Heads of the Career Services concerned of such requirements through appropriate channels.

(2) **HEADS OF CAREER SERVICES.** Heads of Career Services select personnel for assignment to operating components in response to stated requirements. If recruitment is necessary to obtain personnel to meet anticipated needs, the Head of the Career Service concerned should notify the Director of Personnel.

(3) **DIRECTOR OF PERSONNEL.** The Director of Personnel in meeting the recruitment requirements of the various Career Services gives first consideration to the availability of qualified individuals serving in the Agency and, second, undertakes external recruitment when appropriate. In discharging his responsibilities for internal Agency recruitment, the Director of Personnel will maintain records of the qualifications of Agency personnel and will also use, as appropriate, pertinent data available from other components, including training reports and information developed by the Psychological Services Staff, Office of Medical Services.

(4) **DIRECTOR OF SECURITY.** The approval of the Director of Security is required for reassignments to the Operations Directorate or to the foreign field. An information copy of Form 1152 covering other reassignments should be forwarded to the Office of Security.

(5) **DIRECTOR OF MEDICAL SERVICES.** The Director of Medical Services determines the medical fitness of employees for certain categories of assignments as prescribed in [redacted]

(6) **SUPERVISORS.** Supervisors at all echelons are responsible for the proper utilization and continuing evaluation of personnel assigned to their respective jurisdictions. They will advise the Career Service concerned, through appropriate channels, when there is evidence that an employee is misassigned. Assignments of persons in their first year trial period of employment must be monitored and evaluated with particular care.

d. ASSIGNMENT TO A POSITION OF HIGHER GRADE. An employee may occupy a position of a grade higher than his grade when

(1) for training purposes the assignment is intended to afford the employee broader developmental opportunities in his career field; or

(2) the employee is the best qualified person available at that time for the position.

However, an employee will not under normal circumstances be assigned to a position which is more than two grades above his grade. Any proposed assignment which is an exception to this policy will be submitted for concurrence to the Head of the Career Service concerned before it is submitted with full justification to the Director of Personnel for approval.

e. PERSONAL RANK ASSIGNMENT

(1) A personal rank assignment is the assignment of an employee to a position of a grade lower than his grade. An employee will not normally be assigned to a position which is more than two grades lower than his grade.

CONFIDENTIAL

→Revised: 13 June 1974 (817)

DIRECTIONS FOR COMPLETING FORM 45, FITNESS REPORT

SPECIAL NOTE: THIS FORM DOES NOT CONTAIN A PREPRINTED SECURITY CLASSIFICATION. SUPERVISOR SHALL DETERMINE CLASSIFICATION BASED ON DATA CONTAINED IN THE COMPLETED FITNESS REPORT. IF THE COMPLETED REPORT IS UNCLASSIFIED, PLEASE OBLITERATE EXEMPT MARKINGS ON THE BOTTOM RIGHT CORNER OF THE REPORT.

1. POLICY

It is Organization policy to inform employees of the effectiveness of their work performance. Organization policy also requires that supervisors record at least once each year their opinions and evaluations of the work performance of employees under their jurisdiction. Evaluations will also be made whenever it is necessary or desirable to provide Organization management with information which may be pertinent to future personnel actions affecting these individuals. [] outlines policies concerning the requirements for (A) submitting initial, annual, reassignment, and special reports; (B) showing the report to the employee; and (C) the appeals procedure. The Fitness Report, Form 45, is used to record evaluations. When a memorandum in lieu of Form 45 for an employee in Grade GS-14 and above is permitted by [], care must be taken to ensure that the basic purposes of a Fitness Report are served. It must contain the identifying information required in Section A of Form 45, a general description of the duties performed, and ONE rating, from among those defined in Section C of Form 45, to describe the employee's overall performance in his current position. It must also bear the signature of the supervisor and the reviewing official and must either be signed by the employee or contain an explanation for the absence of his signature. A memorandum in lieu of Form 45 will not be used for an Initial Report. Organization policy also includes the provision for employees to attach any comment (not necessarily in rebuttal) which they feel will contribute to the record of their job performance.

2. SUBMISSION

The Fitness Report will be submitted in duplicate to the Head of the Career Service concerned. The Head of the Career Service will retain one copy and will forward the original to the Office of Personnel.

3. INITIAL REPORT

A Fitness Report will be prepared for each Career and Reserve Employee upon his completion of 9 months of service unless a report had been prepared for some other reason within the previous 90 days. In addition to the normal review, the 9-month Fitness Report will be reviewed by the operating official concerned or his designee. These reports may be deferred for a period not to exceed 30 days beyond the end of the rating period to provide the supervisor with additional time to evaluate an employee who has been under his supervision for less than 90 days. Fitness Reports are of particular importance in the evaluation of employees during their 12-month trial period.

4. ANNUAL REPORT

A Fitness Report will be prepared annually for each employee, except when a Fitness Report has been made for some other purpose within 90 days prior to the due date of the annual report. An annual report may be deferred until the employee has been under the jurisdiction of the supervisor for 90 days.

SCHEDULE FOR SUBMISSION OF ANNUAL REPORTS

GRADES	FOR PERIOD ENDING	DUE IN OFFICE OF PERSONNEL	
		FROM HEADQUARTERS	FROM FIELD
GS-1 through GS-5	31 March	30 April	31 May
GS-6 through GS-8	30 June	31 July	31 August
GS-9 through GS-11	30 September	31 October	30 November
GS-12 and GS-13	31 December	31 January	28 February
GS-14 and above	31 March	30 April	31 May

5. REASSIGNMENT REPORT

A supervisor will prepare a Fitness Report at the time an employee ceases to be under his supervision either as a result of the reassignment of the employee or the supervisor. When

the supervisor is reassigned and has numerous reassignment reports to prepare on employees under his supervision, he needs to complete only Sections C and E of the report except that complete Fitness Reports will be prepared for employees in their 12-month trial periods.

Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5

SECTION A — GENERAL

The items of this section should be completed by the appropriate administrative or personnel officer.

SECTION B — QUALIFICATIONS UPDATE

Use this section to indicate whether the employee's qualifications are updated during this reporting period, and whether they are attached.

SECTION C — PERFORMANCE EVALUATION OF SPECIFIC DUTIES AND OVERALL PERFORMANCE IN CURRENT POSITION**Rating Scale**

The rating scale as set forth in this section in Form 45 is to be used to reflect evaluation of Specific Duties and of Overall Performance. Use a single rating letter without the addition of decimals, plus or minus signs, or other modifications. In making your selection of the adjective evaluation for Section C and in completion of the narrative in Section D the following factors should be considered as appropriate:

Cost Consciousness	Mobility
Security Consciousness	Initiative
Ability to Think Clearly	Versatility
Supervisory Effectiveness	Productivity
Acceptance of Responsibility	Decisiveness
Foreign Language Competence	Resourcefulness
Effectiveness of Oral Expression	Cooperativeness
Effectiveness of Written Expression	Records Discipline
Contribution to EEO	

Rating of Performance of Specific Duties

In this section the supervisor will list in order of importance the most significant duties the employee has performed during the rating period. Each duty shall be described in sufficient detail to provide information which may be useful later in considering individuals for other assignments. Your evaluation should be recorded by entering the appropriate letter in the box provided for your evaluation of each duty.

Rating of Overall Performance in Current Position

In making this rating the supervisor should, in addition to performance on all specific duties, consider the employee's conduct on the job, his productivity, working relationships and sensitivity to the principles of equal employment opportunity and advancement and his adaptability in order to arrive at a rating which will reflect an employee's overall value on the job. Although promotability may be considered in the evaluation, no specific promotion recommendations will be made on Fitness Reports. (Promotion recommendations will be made in accordance with)

SECTION D — NARRATIVE COMMENTS

In this section the supervisor describes the employee's demonstrated abilities or deficiencies in the performance of his present job. Except for employees in their 12-month trial period as specified below, any comments concerning potential should be confined to factors related to current work requirements and within the control of the rating or reviewing officials. Full narrative comments should be made on each appropriate element. The narrative comments may include reference to a

specific duty. Any weakness noted in a prior year's Fitness Report must be commented on in the subsequent Fitness Report. Statements such as "no change from previous report" will not be used. Any relatively high or low ratings in Section C should be explained or amplified by supporting statements. In addition, the supervisor may comment here on any extenuating circumstances which might affect the productivity and effectiveness of the employee. Comment should be made on the relative performance of the person being rated with other people known to the rater doing comparable work. Manner of performance of managerial and supervisory duties and cost consciousness in the use of personnel, space, equipment, and funds must be commented on for all employees who have responsibility for managing Agency assets. These comments must include an evaluation of the employee's performance in rating subordinates. (If the employee being rated does not have such responsibilities, a statement to that effect must be included.) In evaluating managerial and supervisory effectiveness, the following factors should be considered:

Delegation of responsibility
Establishment and maintenance of clear lines of authority
Use of personnel, space, equipment, funds, etc.
Formulation and coordination of programs
Developing teamwork

In completing the ratings on employees in their 12-month trial period, comment should be made on the intent, capability, and desire of the employee to fulfill the service obligations of the Career Service to which he is assigned. All reports for such employees, including Reassignment and Special reports, will contain specific statements concerning the employee's suitability for continued service.

SECTION E — CERTIFICATION AND COMMENTS

Rating officers will certify on the Fitness Report that poor performance, when it occurs, has been a subject of discussion with the employee preferably before but at least at the time of the Fitness Report.

Reviewing officials are responsible for assuring that all reports made by rating officials under their jurisdiction are consistent and reflect uniform standards of reporting. Through the counseling and supervision of rating officials, reviewing officials can play a major role in improving the operating of the Fitness Report program.

In addition, reviewing officials should, as a matter of practice, provide their own evaluation by positive comment on the performance of the individual being rated. If the reviewing official is in substantial disagreement with the rating official he should discuss the evaluation with the rating official and the employee. Follow-up action on the Marginal and Unsatisfactory ratings is also a reviewing official responsibility. The person being rated may attach a memorandum containing his comments. He should in all cases, check the appropriate box on the Fitness Report indicating that he has or has not chosen to attach any comments. The memorandum will be attached to the original for inclusion in the Official Personnel Folder.

When a person departs an overseas station without having been shown his Fitness Report, it is incumbent upon the Career Service to have the report shown to the individual.

*supervisors of new employees must be identified and evaluated on the manner in which they orient Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5

CLASSIFICATION

SECTION D Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

I certify that this report has been prepared in compliance with Agency regulations, Form 45i (Directions for Completing Form 45, Fitness Report), and Career Service instructions.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

I HAVE ☐ OR HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.

DATE

SIGNATURE OF EMPLOYEE

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I certify that this report has been prepared in compliance with Agency regulations Form 45i (Directions for Completing Form 45, Fitness Report), and Career Service instructions.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE ☐ HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

SIGNATURE OF EMPLOYEE

Approved For Release 2005/07/26 : CIA-RDP82-00357R000200120006-5